

## Memorandum

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**To:** Vendors Responding to RFP Number 3755 for the Mississippi Department of Transportation (MDOT)  
**From:** Craig P. Orgeron, Ph.D.  
**Date:** August 7, 2014  
**Subject:** Clarifications to Specifications  
**Contact Name:** Donna Hamilton  
**Contact Phone Number:** 601-432-8114  
**Contact E-mail Address:** Donna.Hamilton@its.ms.gov

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**1. Section VII, Item 6.8 is amended as follows:**

**MANDATORY** - The Vendor must identify any proposed subcontractors, describe the proposed roles and responsibilities of each, and provide at least three (3) references for each, as described in Section IX. Vendor must briefly summarize the subcontractors (if any) and ~~then~~ their reference projects here and provide full detail in Section IX.

**2. Section VII, Item 25.2 is amended as follows:**

It is highly probable that the Phase 1 work will discover additional requirements or changes to existing requirements to be implemented in Phase 2. Vendor must acknowledge this and take it into consideration when estimating for this proposal. Vendor must describe their Change Management process as part of the response to ~~Attachment A, SAMSV2 Proposal and System Requirements, Item 1.12~~ Item 6.11.

**3. Section VII, Item 26.1.4 is amended as follows:**

For the evaluation of this RFP, the Evaluation Team will use the following categories and possible points:

Category	Possible Points
Non-Cost Categories:	
Vendor Experience	15
Personnel Experience	15

Detailed System Review	6
Detailed Data Review	6
Detailed System Requirements (includes approach for conducting requirements analysis and responses to requirements listed in <del>Attachment A</del> Section VII, Items 13-25)	16
System Conceptual Design	6
Phase 2 Project Plan	6
Total Non-Cost Points	70
Cost	30
Total Base Points	100
Value Add	5
<b>Maximum Possible Points</b>	<b>105</b>

4. **Section VII, Item 26.2.2.1 is amended as follows:**

Non-cost categories and possible point values are as follows:

<b>Non-Cost Categories</b>	<b>Possible Points</b>
Vendor Experience	15
Personnel Experience	15
Detailed System Review	6
Detailed Data Review	6
Detailed System Requirements (includes approach for conducting requirements analysis and responses to requirements listed in <del>Attachment A</del> Section VII, Items 13-25)	16
System Conceptual Design	6
Phase 2 Project Plan	6
<b>Maximum Possible Points</b>	<b>70</b>

5. **Section VII, Item 24, *Cost Proposal* is amended to add Item 24.4:**

24.4 The Vendor must include the cost of obtaining a Performance Bond in Section VIII, *Cost Information Submission*. Please refer to Section IV, Item 37, for details regarding the Performance Bond.

6. **Section VIII, *Cost Information Submission* is amended to add a line item for Performance Bond:**

<b>Phase 1 Deliverable</b>	<b>Phase 1 Project Role</b>	<b>Fixed Hourly Rate (USD)</b>	<b>Estimated Hours</b>	<b>Estimated Price (USD)</b>
<b>Detailed System Review Total</b>				

Phase 1 Deliverable	Phase 1 Project Role	Fixed Hourly Rate (USD)	Estimated Hours	Estimated Price (USD)
	Project Manager			
	System Architect			
	Functional Lead			
	Data Architect			
	Data Analyst			
	Database Administrator			
	Senior Developer			
	Junior Developer			
	Business Analyst			
	Functional Tester			
	Performance/Stress Tester			
	Technical Writer			
	User Interface Designer			
	Project Administration Assistant			
<b>Detailed Data Review Total</b>				
	Project Manager			
	System Architect			
	Functional Lead			
	Data Architect			
	Data Analyst			
	Database Administrator			
	Senior Developer			
	Junior Developer			
	Business Analyst			
	Functional Tester			
	Performance/Stress Tester			
	Technical Writer			
	User Interface Designer			
	Project Administration Assistant			
<b>Detailed System Requirements Total</b>				
	Project Manager			
	System Architect			
	Functional Lead			
	Data Architect			
	Data Analyst			
	Database Administrator			
	Senior Developer			
	Junior Developer			
	Business Analyst			

Phase 1 Deliverable	Phase 1 Project Role	Fixed Hourly Rate (USD)	Estimated Hours	Estimated Price (USD)
	Functional Tester			
	Performance/Stress Tester			
	Technical Writer			
	User Interface Designer			
	Project Administration Assistant			
<b>System Conceptual Design Total</b>				
	Project Manager			
	System Architect			
	Functional Lead			
	Data Architect			
	Data Analyst			
	Database Administrator			
	Senior Developer			
	Junior Developer			
	Business Analyst			
	Functional Tester			
	Performance/Stress Tester			
	Technical Writer			
	User Interface Designer			
	Project Administration Assistant			
<b>Phase 2 Project Plan Total</b>				
	Project Manager			
	System Architect			
	Functional Lead			
	Data Architect			
	Data Analyst			
	Database Administrator			
	Senior Developer			
	Junior Developer			
	Business Analyst			
	Functional Tester			
	Performance/Stress Tester			
	Technical Writer			
	User Interface Designer			
	Project Administration Assistant			
<b>Travel and Other Allowable Expenses Total</b>				
	Airfare			
	Lodging			
	Meals			

Phase 1 Deliverable	Phase 1 Project Role	Fixed Hourly Rate (USD)	Estimated Hours	Estimated Price (USD)
	Rental Car			
	Rental Car Fuel			
	Printing, Postage, Supplies			
	Personal Vehicle			
	Miscellaneous/Other (Please Describe)			
<b>Total Phase 1 Not-to-Exceed Price</b>				
Performance Bond				

Vendor must include in their proposal a response to each amended requirement as listed above. Vendor must respond using the same terminology as provided in the original requirements.

RFP responses are due September 4, 2014 , at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Donna Hamilton at 601-432-8114 or via email at Donna.Hamilton@its.ms.gov.

cc: ITS Project File Number 41020